Manager- Edit Position Restrictions

USER GUIDE

INTRODUCTION

This job aid is for Editing Position Restrictions in Workday for both unfilled and filled positions. Edits would be for job profile, worker type and time type. The fields that can be added, edited, or modified with this action.
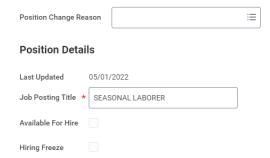
EDIT POSITION RESTRICTIONS

1. In the search bar, enter **Edit Position Restrictions**, click Enter.

Edit Position Restrictions
Task

2. Enter in the **Position** you are needing to make the changes for. Click **OK**.

3. Start with the **Position Change Reason** and enter the information as needed. Any field with a red asterisk * is required.

Position Change Reason	☰

Position Details

Last Updated	05/01/2022
Job Posting Title *	SEASONAL LABORER
Available For Hire	☐
Hiring Freeze	☐

> 💡 **Note**: If you are changing restrictions on a filled position, you will see a note about making this change and follow those instructions. If the position is open, you will

4. This will go to an HR Partner for further review and approval.

> 💡 **Note**: If you have questions prior to completing this task, reach out to the HR Partner for your department.

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